

# Job Description

## For Non-Streamlined Safeguarded Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

|                       |                                              |      |       |
|-----------------------|----------------------------------------------|------|-------|
| Job Title:            | Audit & Compliance Officer                   | JEID | L0393 |
| Salary Grade:         | Scale H scp 14 to 17                         |      |       |
| Team:                 | Warwickshire Attendance Service              |      |       |
| Service Area:         | Education Service Delivery                   |      |       |
| Primary Location:     | Countywide - Warwick /Bedworth Base          |      |       |
| Political Restriction | This position is not politically restricted. |      |       |
| Responsible to:       | Team Lead – Audit & Compliance               |      |       |
| Responsible for:      | N/A                                          |      |       |

#### Role Purpose

To be part of the team administering the leave of absence process, undertaking attendance audits, analysing school attendance data, screening referrals and providing advice to ensure education providers, parents/carers and other agencies are aware of their statutory responsibilities in relation to school attendance.

#### Role Responsibilities

- To review and process Leave of absence referrals in line with guidance issued by Law and Governance and supported by the Team Lead – Audit and Compliance.
- To contribute to the collation of evidence for court under the direction of the Team Lead – Audit and Compliance, working to agreed time frames.
- The screening of referrals at point of entry, ensuring the education provider has put into place appropriate attendance interventions to address the identified attendance needs and adhered to the Warwickshire County Council's Non-school Attendance and Fixed Penalty Notice Code of Conduct.
- To liaise and communicate with professionals at all levels. Discussing the referral of vulnerable children with the referring body, agreeing attendance action plan if the referral does not meet the service threshold.
- To exchange relevant information with other services within Education and Learning and participate in multi-agency meetings as part of the assessment process.
- To undertake attendance audits in schools and education providers. To extrapolate, analyse and

produce attendance reports and assessments to support schools and LA monitoring process for vulnerable pupils.

- To raise awareness to education providers and other professionals of their responsibilities in relation to school attendance through a range of medium such as briefing sessions, presentations, PR campaigns, training and audit feedback.
- To provide advice and guidance to education providers relating to attendance policies and develop and agree strategies to resolve whole school attendance.
- The management of clear, concise electronic records for all children referred, in line with WCC Record & Management protocols.
- To undertake any other duties commensurate with the post and grade, according to the needs of the service.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

|                                                                                                                                                                                               |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Good level of general education, minimum 5 GCSEs A-C including Maths and English                                                                                                              | A, I    |
| Minimum of 2 years' experience working in a professional setting with children, young people & families.                                                                                      | A, I    |
| Knowledge of pupil registration regulations, register coding, current DfE coding guidance and common use of attendance codes.                                                                 | A, I, T |
| Knowledge of the legal process in relation to the provision of statutory education.                                                                                                           | A, I    |
| Analytical skills, with experience in data collecting, collation, analysis and reporting.                                                                                                     | A, I, T |
| Ability to prioritise workload and deliver to deadlines                                                                                                                                       | A, I    |
| Excellent IT skills including Microsoft word, Excel, PowerPoint, SIMS and ADA                                                                                                                 | A, I    |
| The ability to work as part of a team and liaise and communicate with professionals at all levels.                                                                                            | A, I, T |
| Able to work within requirements around confidentiality and data protection, and deal appropriately with sensitive material                                                                   | A, I    |
| Able/willing to undertake training and development activities                                                                                                                                 | A, I    |
| Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary. | A       |
| Satisfactory check through the Disclosure and Barring Service                                                                                                                                 | D       |

### Desirable Criteria

Assessed By:

|                                                                                  |      |
|----------------------------------------------------------------------------------|------|
| Knowledge of multi-agency systems, safeguarding and child protection procedures. | A, I |
| Previous experience of working in/with schools or and local/central government.  | A, I |
| Knowledge of relevant legislation in relation to enforcement of non-school       | A, I |

|                                                                                                                                                                          |      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| attendance.                                                                                                                                                              |      |
| Experience of school attendance auditing processes including the use of the SIMS system (or equivalent) for the extraction and analysis of quantitative attendance data. | A, I |
| Knowledge of the geography of Warwickshire                                                                                                                               | A    |

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children or Vulnerable Adults a Criminal Records Bureau (CRB) Disclosure will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

|                                                                                                                                                       |                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Provision of personal care on a regular basis                                                                                | <input type="checkbox"/> Driving HGV or LGV for work                                                                                                                          |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis                                                              | <input type="checkbox"/> Restricted postural change – prolonged sitting                                                                                                       |
| <input type="checkbox"/> Lone working on a regular basis                                                                                              | <input type="checkbox"/> Restricted postural change – prolonged standing                                                                                                      |
| <input type="checkbox"/> Night work                                                                                                                   | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching                                                                                            |
| <input type="checkbox"/> Rotating shift work                                                                                                          | <input type="checkbox"/> Manual cleaning/ domestic duties                                                                                                                     |
| <input type="checkbox"/> Working on/ or near a road                                                                                                   | <input type="checkbox"/> Regular work outdoors                                                                                                                                |
| <input type="checkbox"/> Significant use of computers (display screen                                                                                 | <input type="checkbox"/> Work with vulnerable children or vulnerable                                                                                                          |

| equipment)                                                                                         | adults                                                                                                                   |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Undertaking repetitive tasks                                              | <input type="checkbox"/> Working with challenging behaviours                                                             |
| <input type="checkbox"/> Continual telephone use (call centres)                                    | <input type="checkbox"/> Regular work with skin irritants/ allergens                                                     |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> Work requiring respirators or masks                                       | <input type="checkbox"/> Work with vibrating tools/ machinery                                                            |
| <input type="checkbox"/> Work involving food handling                                              | <input type="checkbox"/> Work with waste, refuse                                                                         |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids                              | <input type="checkbox"/> Face-to-face contact with members of the public                                                 |
| <input type="checkbox"/> Other (please specify):                                                   |                                                                                                                          |